

815 KAR 8:007. Kentucky Board of Heating, Ventilation, and Air Conditioning (HVAC) Contractors budget review and responsibility.

RELATES TO: KRS 198B.654, 198B.676

STATUTORY AUTHORITY: KRS 198B.654, 198B.676

NECESSITY, FUNCTION, AND CONFORMITY: KRS 198B.654 requires the Kentucky Board of Heating, Ventilation, and Air Conditioning (HVAC) Contractors to promulgate administrative regulations to administer the provisions of KRS 198B.650 to 198B.689. Additionally, KRS 198B.676 requires the board to promulgate administrative regulations establishing fees, requires these fees and charges to be collected into a trust and agency account in the State Treasury, and requires that all expenses incurred by the board be paid out of that trust and agency account. This administrative regulation establishes quarterly reviews of the Division of HVAC's budget and fee schedule by the Kentucky Board of HVAC Contractors for the administration of KRS 198B.650 to 198B.689.

Section 1. Budget Review. (1) The following shall be provided at least quarterly to each member of the Kentucky Board of HVAC Contractors by the Division of HVAC:

- (a) A current fiscal year detailed financial report consisting of current balances;
- (b) A revenue report showing all revenue sources of the division;
- (c) Expenditure summaries showing expenditures including total personnel costs and operating expenses; and
- (d) Any transfers made or scheduled, either to or from the division's trust and agency funds established in KRS 198B.676.

(2) The detailed report shall be delivered to each committee member at least ten (10) business days prior to each quarterly meeting of the Kentucky Board of HVAC Contractors.

Section 2. If the division's trust fund balance exceeds \$500,000:

(1) The Kentucky Board of HVAC Contractors shall:

- (a) Review the division's staffing;
- (b) Review the following fees:
 - 1. Examination;
 - 2. License; and
 - 3. Heating, ventilation, and air conditioning permitting;
- (c) Review the division's current level of service; and
- (d) Recommend changes needed to maintain or improve the division's level of service and accurately balance revenues with expenditures.

(2) The division shall prepare for the Kentucky Board of HVAC Contractors' review:

- (a) A staffing report detailing personnel levels, personnel costs, and personnel goals; and
- (b) Fee proposals with projected effects to the division's balances from each fee. (38 Ky.R. 713; 922; eff. 11-30-2011.)